

Channel 47 City of Hampton Video Request

Date of Request: _____

Name: _____

Address: _____

City / State / Zip Code: _____

Daytime Phone Number: _____

Home Phone Number: _____

Cell Phone Number: _____

City Department / Division (if applicable): _____

Program Requested: _____

Please Check: VHS or DVD requested

Number of Copies: _____ Tape Provided YES NO

Amount Paid: _____ Check #: _____

INTERNAL USE ONLY

Dub Completed (date): _____ By (initial): _____

Client pick-up (date): _____ From (initial): _____

A fee is required for all external dub requests. For clients providing their own new VHS tape, the fee is ten dollars (\$10.00) per copy. For all others, the fee is fifteen dollars (\$15.00) per copy. For each additional VHS tape required to complete the dub, there is an additional ten dollar (\$10.00) fee. For DVD copies, there is a flat fee of twenty dollars (\$20.00). For each additional DVD required to complete the dub, there is an additional fee of ten dollars (\$10.00). Channel 47 reserves the right to assess additional fees if multiple programs are requested on one tape.

Make checks payable to "City of Hampton", send this completed form and check to:
Public Information Office, 22 Lincoln St.
6th Floor, Hampton City Hall
Attn. Miriam Ortiz
Hampton, Virginia 23669

Tapes and DVD's will be completed as time permits and on a first-come, first-serve basis, unless otherwise noted.

All dub requests must be picked up within 30 days of notification of completion at the address above. Questions? Call Channel 47 Office, 727-6398 or 727-6820.